

JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE
September 11, 2018
Minutes

Committee members present: Chairman Dave Hintz, Robb Jensen, Ted Cushing, Bob Mott and Billy Fried.

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in the County Board Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Jensen to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Mott/Fried to approve the minutes of 8/13/2018. All aye; motion carried.

Out-of-state / out-of-county travel request(s)

- a. **VA Medical Center, Iron Mountain Michigan – Tammy Javenkoski and Jason Dailey – Blanket travel approval.** Darcy Smith explained that they are requesting blanket approval for 2018 to travel to the VA Medical Center in Iron Mountain Michigan for routine trips. Motion by Jensen/Fried to approve the out-of-state travel request for the VA Medical Center to Iron Mountain Michigan. All aye; motion carried.

Tri-County/Tribal Controlled Substance Committee Update – Fried distributed a draft press release regarding the Tri-County/Tribal Controlled Substance Committee. Fried stated that within the next 30-40 days all members of the committee will be discussing self-funding of a prosecutor position with their respective boards. Discussion regarding the committee and the goals of the committee. Hess stated that the goal of the special prosecutor position would be to prosecute the drug dealers. Discussion regarding the proposal.

2019 Contingency Fund request – Tri-County/Tribal Controlled Substance Committee – Request for additional District Attorney position – Fried reported that the Tri-County/Tribal Controlled Substance Committee has asked each of its members to speak with their respective Boards for approval for funding for the additional prosecutor position. Fried stated that he is requesting Oneida County put \$50,000 in contingency for 2019 to be set aside for this position. Hess handed out an informational sheet outlining the proposed position and the costs affiliated with it. Discussion regarding the costs, how to track the success of this program and ideas on how this may be implemented. Motion by Cushing/Jensen to set aside \$50,000 in the contingency fund for the additional District Attorney position. Discussion regarding the request for a 3-year commitment. All aye; motion carried.

Carlson Dettman Market Study Funding from 2018 Contingency budget – Lisa Charbarneau presented a professional service agreement between Oneida County and Carlson Dettman Consulting, LLC. The Labor Relations Committee has already reviewed this agreement and are proposing that the County look at making an agreement with Carlson Dettman for certain items (Market Study Update, Job Evaluation and Benefits Review). The fee for the Market Study update would be \$10,000 and would come from the contingency fund.

The fee for the job evaluation would be \$250/evaluation and each department would need to pay that fee out of their budget. There would be no fee for the initial benefits review. Motion by Cushing/Mott to pursue the Carlson Dettman Market Study Funding to come from the 2018 Contingency Budget. Fried stated that he feels this could be handled in house with existing resources. Fried also expressed concern with the \$250 fee to each department and that may be difficult for a number of department budgets. Mott, aye; Fried, nay; Hintz, aye; Cushing, aye; Jensen, aye; motion carried.

Ordinance Amendment s. 3.09 – Authority to sign State contracts – Motion by Jensen/Cushing to approve the Ordinance Amendment s. 3.09 and forward onto the full county board for their review. This will be a consent agenda item. All aye; motion carried.

Open Records Fees – DOJ Changes – Discussion regarding DOJ public records request fee schedule. Motion by Mott/Jensen to have the public records request fee schedule reflect what the actual costs are. Discussion regarding the fee schedule. Desmond and Smith were asked to research the actual cost to Oneida County for copies. All aye; motion carried.

Municode and General Code proposals to publish Oneida County's Code of Ordinances – Desmond presented the general code proposal. Discussion regarding benefits of using general code or muni-code vs having county employees complete the changes. Committee would like ITS to look at the proposal prior to approval to make certain that one of these proposals is the best option.

11:15 – Recess

11:21 – Return from recess

Vouchers, reports, purchase orders, line item transfers and updates:

ITS

- Motion by Hintz/Cushing to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update for the month of August.
- Personnel/Position Re-Structure – Rhodes presented a flow chart of ITS employees and proposed changes.
- 2019 Proposed Budget – Rhodes presented the ITS 2019 budget. Discussion regarding the proposed ITS budget. Discussion regarding training for staff and budgeted items. Motion by Jensen/Cushing to approve the ITS budget as presented and supplemental information and forward it on for the budget process. All aye; motion carried.

Treasurer

- Motion by Hintz/Cushing to approve the vouchers for \$1010.25 for the Treasurer's office. All aye; motion carried.
- Statement(s) of cash – August - Ostermann presented and explained the August statement of cash report.
- 2019 Proposed Budget – Ostermann presented the 2019 proposed budget for the Treasurer's office. Ostermann reported that her non-personnel costs went down by a little over \$200. Motion by Jensen/Mott to approve the treasurer's 2019 proposed

budget and forward on to the budget hearings for consideration. All aye; motion carried.

Finance

- Smith presented vouchers and blanket purchase orders. Motion by Hintz/Cushing to approve the Finance vouchers and blanket purchase order as presented. All aye; motion carried.
 - Smith presented a line item transfer for the LTE position for Planning and Zoning. This will come out of their vacancy budget. Motion by Hintz/Cushing to approve the line item transfer as presented. All aye; motion carried.
 - General Investments Report for July 2018 – Smith presented the general investments report for July. Fried expressed concern with the investments and the returns from PMA and BMO.
 - Review of 2017/2018 Contingency Budget – Smith reported that there is currently \$232,834 remaining in the contingency fund. Discussion regarding the contingency fund and how things currently look.
 - 2019 Proposed Budgets – Finance and related budgets – Smith discussed potential efficiencies in the finance department. Motion by Jensen/Cushing to approve the finance budget as presented and forward on to the budget hearing for consideration. All aye; motion carried.
 - 2019 Budget Update – Smith reported that budgets are due back to her office this week and next week she will have a better idea of how the budget looks. Smith reported that net new construction increase will result in a levy limit increase of \$91,945. Smith handed out an update on the sales tax.
- b. County Clerk
- Motion by Jensen/Mott to approve the County Clerk vouchers as presented. All aye; motion carried.
 - 2019 Proposed Budgets – County Clerk, Insurance, County Board and Committees. Motion by Jensen/Cushing to approve the County Clerk's budgets as presented and forward on for approval. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on September 27th at 10:00 a.m. Topics will include the Capital Improvement Projects, Human Service Center and 2017 Audit Presentation.

Adjourn

Motion Cushing/Fried to adjourn at 1:00 p.m. All aye; motion carried.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair